



# OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Direct Deposit	AUTHORIZED BY:
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ISSUED: August 1, 1990	REVISED: July 1, 2006

## I. General Statement

Payroll direct deposit provides for the automatic deposit of net earnings into an employee's checking or savings account at the financial institution designated by the employee. Direct deposit is an employee benefit that is intended for employees to use on a continuous basis. The Office of Administration has mandated the use of direct deposit as a cost savings application.

## II. Guidelines

- A. Direct deposit is mandatory for all permanent Office of Administration employees. All temporary employees are required to use direct deposit if their employment duration is anticipated to be greater than three months. This requirement may be waived if compliance imposes hardship as defined in 1 CSR 10-8.010.
- B. The Payroll Direct Deposit Application form collects information necessary for an employee to participate in payroll direct deposit. The employee completes the employee portion of the form and submits the application to the Department's Human Resources Office.
- C. Payroll direct deposit will be initiated approximately 15 to 31 days after a properly completed application form is received.
- D. The Office of Administration expects that direct deposit will continue indefinitely for employees once they are enrolled, but reserves the right in unusual circumstances to cancel an employee's enrollment in the direct deposit program at any time.
- E. If, for some reason, an employee needs to temporarily stop direct deposit (e.g., change of financial institutions, etc.), it is understood that the employee will take all reasonable and timely steps to re-establish direct deposit.
- F. The use of direct deposit mandated by this policy is a condition of employment with the Office of Administration. Failure of an employee to take reasonable steps to ensure that direct deposit is used could lead to disciplinary action up to and including dismissal.